The Charter Institute at
Erskine

Leaders Meeting
February 9, 2023

CREATIVE MINDS
INNOVATIVE SCHOOLS
EFFECTIVE RESULTS

Welcome, School Leaders!

WiFi Network Name - BCenter
No Password

Welcome and Introductions

Ainsley Crowe - Charter School Ambassador
Vamshi Rudrapati - Director
Cameron Runyan - Superintendent

South Carolina State Superintendent of Education Ellen Weaver

Erskine College Update

Mr. Gabe Hollingsworth
Erskine College

BREAKOUT SESSIONS

Brick and Mortar: Ms. Ashley Story, Mr. Andy Sexton
Virtual: Mr. John Watson

Debunking Common FOIA Myths

Ashley Story

astory@sodacitylaw.com

www.sodacitylaw.com

Training with a Purpose

- Warm-Up ☐ Let's use our phones and/or laptops. Search for "school" in text messages. Search for "leadership" in emails. What are your results? Why does this matter?

- General FOIA Requirements

- Practical Tips to Help

- Questions and Answers

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General FOIA Requirements

General Requirements - What is FOIA?

- True or False? FOIA is often called the "Sunshine Law".

- True or False? FOIA is a federally-mandated law that applies to all U.S. states.

General Requirements - What is FOIA?

- FOIA stands for the Freedom of Information Act.

- It is a series of laws designed to guarantee public access to records of government bodies in the state – Sunshine Law.

- FOIA can be found under S.C. Code Ann. §30-4-10 to 30-4-55.

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Why Does FOIA Matter to School Boards, Schools, and Authorizers?

- True or False? Charter schools and charter authorizers are not subject to FOIA.

- True or False? FOIA only applies to meetings and documents generated by a school board.

*Section 30-4-20(a)

Why Does FOIA Matter to School Boards, Schools, and Authorizers?

- School districts and charter schools fall under the guidelines set within FOIA as they are defined as "public bodies"*.

- FOIA provides government transparency that promotes public trust in and communication with public bodies.

- FOIA is not restricted to documentation – it includes meetings, too.

*Section 30-4-20(a)

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Meetings

FOIA – Meetings by Public Bodies

- True or False? All meetings held by the school and its staff are covered by FOIA.

- True or False? Board committee meetings are subject to the rules of FOIA.

- True or False? Public bodies can vote in executive session.

*Section 30-4-20(d)

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FOIA – Meetings by Public Bodies

- Under the S.C. FOIA, ALL meetings by public bodies must be open to the general public UNLESS a specific exemption or other state law applies.

- As defined by the law, a meeting is "the convening of a <u>quorum</u> of the constituent membership of a public body, whether corporal or by means of electronic equipment, to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power"*.

*Section 30-4-20(d)

FOIA Meeting Guidelines, cont.

- ALL public bodies must give written public notice of their regular meetings at the beginning of each calendar year*.

- This includes dates, times, and location of each meeting.

- Furthermore, an agenda for regular or special meetings must be posted in a publicly accessible place AND on a public website NO LATER than 24 hours prior to the meeting**.

- Once a meeting agenda has been posted, no items can be added to the agenda without an additional 24 hours notice to the public.

*Section 30-4-80(a)
**DOES NOT apply to Emergency Meetings

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Does FOIA Require School Boards to Allow Public Participation?

- True or False? The public has a right to comment during board meetings.

- True or False? FOIA requires board members to interact with the public during a board meeting.

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Does FOIA Require School Boards to Allow Public Participation?

- No, the public DOES NOT have a right under FOIA to participate in school board meetings.

- However, public forums are helpful in promoting effective communication with the local constituency.

- Public participation guidelines are formalized under local school board policies found in each school board manual.

Records

Handling "records" under FOIA…

- True or False? FOIA requires that requestors use a specific form to obtain records under FOIA.

- True or False? If a requestor asks a question as a FOIA request, the entity is not required to answer it.

- True or False? FOIA requires public entities to create documents when the requestor seeks a record the entity does not possess.

- True or False? Text messages from my personal phone are not subject to FOIA.

Handling "records" under FOIA...

- FOIA does not require a public body to create a record where one does not exist.
- FOIA does not require a public body to generate electronic records or to make records electronic.
- Must respond within 10 working/business days to the initial request.
- Can charge a fee if there is a posted fee schedule.
- The fee must not be higher than the hourly rate of the lowest compensated employee who has the necessary skills to respond to the request.
- Can charge for gathering, copying, and redacting records.
- Disclosable records must be produced within 30 calendar days (if less than 24 months old).

Common Records Issues

- True or False? Student records are disclosable under FOIA.

- True or False? Personnel records are disclosable under FOIA.

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Common Records Issues

- For student records, consider the intersection of FOIA with the Family Educational Rights and Privacy Act (FERPA).

- For personnel records, consider balancing the public's interest and promotion of transparency with the FOIA privacy exemption and the applicable personal records protection laws.

Practical Tips

Helpful Tips

1. Follow FOIA to avoid litigation.

2. Don't conduct illegal meetings and remember the quorum rule.

3. Be mindful of the documents that you generate are subject to FOIA unless there's an exception, i.e. could a phone call be useful?

4. If you're not sure if you received a FOIA request, seek guidance right away (remember the 10-day turnaround)!

5. Remember how FOIA may compel records on personal devices; don't try to skirt the law.

6. Consider involving legal counsel (with permission) on issues that may become sticky later.

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AW, THANK YOU

THANK YOU VERY MUCH

Evaluating Current Training

- **State Law**

  Section 59-63-910.

  - Conduct two drills (one each semester)
  - Faculty and staff should receive training at least twice per year

- **Effective v. Ineffective training?**

- **Fear based or Empowering?**

Who should be involved?

- School Administrators

- School Staff

- Students

- Parents

- Community Partners

ProActive
Response Group

Training Objectives

RECOGNIZE

RESPOND

SURVIVE

ProActive
Response Group

RECOGNIZE

80% of school shooters told someone of their plans prior to the event

Early Warning Signs

- Overt Threats of Violence
- Patterns of impulsive behavior
- Escalating Anger
- Depression/thoughts of self harm
- Inappropriate interest in weapons
- Bullying
- Removal from social circles or constant feelings of social rejection
- Blaming others for their own failures
- Lack aspirations and motivation to succeed

RECOGNIZE

Don't wait- report concerns as soon as you see them

Who do I report it to?

- Staff member

- Law Enforcement

- Anonymous tip line

RESPOND

How can you help?
- Get out
- Barricade the room/ area
- Spread out
- Limit exposure to doors and windows
- Defend yourself
- Provide medical assistance
- Follow directions from First Responders

What not to do!!!
- Don't hide
- Don't gather in large groups
- Try to get famous by getting it on social media

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SURVIVE

How can I help the injured survive?

- Direct Pressure/ Pressure Dressings

- Tourniquets

- Wound Packing

- Chest seals

SURVIVE

Survivors Mindset

The Aftermath

- Reunification

- Properly trained counselors

- Re-Opening plans

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Continued Education

- Case Studies

- Tabletop Exercises

- Small Group Scenarios

- Medical Refreshers

- Short video reminders

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Protection starts here.

What is the value of effective training?

What is the cost of ineffective training?

Should I Purchase a Kit?

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Recognize. Respond. Survive.

www.PROACTIVERG.com

ProActive Response Group

✉ cayers@proactiverg.com

✉ asexton@proactiverg.com

Google
Reviews ★★★★★

Instagram

Lunch

Getting the Most from the Data Dashboard & Enrich

Ms. Naomi Morgan - Director of School Performance
Ms. Heather Holliday - Executive Director of School Services

Institute Team Updates

School Support Updates

Mike Sinclair
Deputy Superintendent of School Support

Ashley Epperson
Director of Communications

Accountability

Christy Junkins
Deputy Superintendent of
Accountability

Accountability

Heather Holliday
Executive Director of
School Services

Kristin Olcott
Coordinator of
Accountability

Jason Jones
Executive Director of
PowerSchool & IT

PowerSchool Updates

POWERSCHOOL UPDATES

- Important Dates
  - LWS Board Approved 2023-24 Academic School Calendar
  - PowerScheduler Training - March 15-16, 2023, Face-to-Face
  - PSUG - May 15-18, 2023, Myrtle Beach

- Online Enrollment Registration
  - Schools who are building custom forms
    - Currently working with PowerSchool directly
  - Schools who are using shared forms
    - PowerSchool Quality Assurance
    - Live by next week

POWERSCHOOL REMINDER

- Out-of-State Students: Attorney General's Opinion
  - Legal Guidance provided by Robert Cook, Solicitor General

"We thus reaffirm our prior opinions that in order to establish residency by a student, that student must live in the District and have an intention to permanently live there, or an intent to return there, having departed therefore. Merely being present in the District on a temporary basis in order to attend school is simply insufficient. In the instance, the student is merely "transient," not a <u>bona fide</u> "resident." As we stated in the 1984 opinion, such residency must be established on an individual bases through a determination that that student intends to "remain in the community [District] permanently or indefinitely."

-Robert D. Cook, Solicitor General

ACCOUNTABILITY

Accountability Updates & Reminders

Name of Test	Grade Level(s)	Training Date	Testing Window
WIDA ACCESS	K-12	January 12, 2023 (Zoom recording available)	January 23 - March 10, 2023 (including make-ups)
Performance Tasks Assessments (PTA)	2-5	February 7, 2023 (Zoom recording available)	February 21 - March 10, 2023 March 13-17, 2023 (Make ups)
ACT (College Readiness)	3rd Year High School Student	Offered online through ACT	Choice between: March 7, March 21, April 11, 2023
SAT (College Readiness)	3rd Year High School Student	Offered through College Board	Choice between: March 1, March 22, April 12, April 25, 2023
WIN (Career Readiness)	3rd Year High School Student	Offered through WIN Learning (email w/ registration information sent to STCs)	March 10 - Technology Verification Due March 27 - April 14, 2023 - Testing Window
SC READY	3-8	April 5, 2023 (In person at the Institute)	Last 20 days of your school calendar
End-of-Course (EOC)	8-12	April 5, 2023 (In person at the Institute)	Last 20 days of course for English 2 Writing Last 15 days for all other areas

**further trainings on Students Not Tested and Graduation Reporting will be held in late April or May
**Please submit any training needs to Heather Holliday (hholliday@erskinecharters.org)

Academic Tiers of Supports

	Academic Emergency	Academic Watch / Heightened Monitoring Plan	Targeted Academic Supports (Group B)	Targeted Academic Supports (Group A)	Universal Academic Supports
Criteria	2nd year of the lowest performance rating on the SC State Report Card. Currently, the lowest rating is identified as unsatisfactory - Second and subsequent years on Academic Watch	Schools that do not present a plan that sufficiently addresses the needs assessment or root cause analysis to make progress towards meeting the academic needs of students.	**Elementary/Middle** (a) Bottom 10% in ELA **OR** Math; or, (b) Bottom 25% in ELA **AND** Math (c) Bottom 25% in ELA **OR** Math **AND** Below Average Growth (d) Overall Report Card Rating is Below Average or Unsatisfactory* (e) Not outperforming the local school district for 2 or more years (f) Priority Schools per SCDE (g) CSI Schools per SCDE (h) TSI Schools per SCDE (i) ATSI Schools per SCDE **High School*** (a) Bottom 10% in Algebra, English 2, Biology; U.S. History*** **OR** (b) Bottom 25% in 2 of 3 EOC assessments (c) Not outperforming the local school district for 2 or more years (d) Overall Report Card Rating is Below Average or Unsatisfactory* (e) Priority Schools per SCDE (f) CSI Schools per SCDE (g) TSI Schools per SCDE (h) ATSI Schools per SCDE * Charter School law states 3 years of receiving Unsatisfactory on the school report card is automatic closure.	**Elementary/Middle** a) Bottom 25% in ELA **OR** Math; or, b) Not meeting target goals for 2035 **OR** not outperforming local district **High School*** (a) Bottom 25% in Algebra, English 2, Biology, U.S. History***; **OR** (b) Not outperforming the local district * High School is based on the testing cohort, not the 9GR cohort. ***U.S. History is not included in the 2021-2022 calculation due to it being a field test.	Schools that are meeting or exceeding the expected academic outcomes will have the freedom to operate their academic program autonomously at the school level.
School / Institute Cooperative Actions	The Institute will provide additional supports, as needed, based on results of the root cause analysis.	The Institute will provide additional supports, as needed, based on results of the root cause analysis.	Conduct a root cause analysis between September to December for presentation with findings and solutions to Institute for consideration to remain in Targeted Academic Supports Group B. **Outcomes will be one of the following:** 1. School moves to Academic Watch for additional support. 2. School remains in Targeted support level and School Improvement Plan is monitored by the Institute. 3. School seeks a waiver from the Institute Academic Support Plan with approval from the local School Board.	The Institute will monitor the School Improvement Plan	Schools have the option to attend any training or support offered by the Institute.

WAIVER FOR TARGETED SUPPORTS

Charter Institute at Erskine
Academic Tiers of Support Waiver

School Name: _____   Date: _____

The South Carolina Charter School Act of 1996 states the purpose of a charter school is to improve student learning, increase learning opportunities for students, and encourage the use of a variety of productive teaching methods. The Charter Institute at Erskine's mission is to authorize high-quality charter schools that elevate educational opportunities through innovation and creativity. A high-quality charter school is defined by (1) meeting the growth targets in preparation of meeting the State's 2035 academic goals; (2) outperforming the local residing school district if brick and mortar; or outperforming the State if virtual; and (3) performing in the top 50% of the State in English Language Arts (ELA) and math. Schools that are not meeting or progressing towards the high-quality school expectations will be offered different levels of support.

Most importantly, South Carolina Charter School Law, Title 59-40-110(E), states that after three consecutive years of unsatisfactory performance any charter school shall automatically and permanently close. According to the federal accountability system, unsatisfactory is defined as the lowest performance level rating.

To assist Institute schools with academic performance in the bottom 25% or below in the State, schools receiving a unsatisfactory rating on the State Report Card and/or schools receiving a school improvement designation such as CSI (Comprehensive Support and Improvement), TSI (Targeted Support and Improvement), priority, etc., the Institute will be providing targeted supports for the purpose of improving student learning; increasing learning opportunities for students; encouraging the use of a variety of productive teaching methods and creating new professional development opportunities for teachers and school leaders. These supports will include, but not limited to, the following:

- Assistance in developing, implementing, and monitoring a comprehensive School Action Plan;
- On-site and virtual school visits, technical assistance, coaching, guidance, root cause analysis support, classroom observations, as well as providing feedback to leaders/principals, teachers, and school staff.

Please note that collaboration does require a clarity of roles as we can only review, advise, provide feedback, and share resources. The school is ultimately responsible for implementation.

Due to the autonomy of Institute schools, acceptance of these supports is highly encouraged but not mandated. To seek a waiver, the local School Board must have a majority vote by its current Board members for approval of waiving the supports being offered by the Institute as well as support from the School Leader within 60 days of being notified. . The Institute will still monitor progress and provide data analysis on formative assessments and State assessments results.

Although an Alternate Education Campus (AEC) is not subject to the three-year mandatory closure, they are subject to meeting the goals in their charter and increasing student academic performance.

By signing this document, the School Leader and the School Board:

Leader Initials	Board Initials	are waiving the Institute's targeted supports as approved by a majority vote. The School Leader and the School Board understand that progress towards meeting the school's charter goals must be met, regardless of AEC designation.

_____   _____
Name of School Leader   *Name of Board Chair*

_____   _____
Signature of School Leader   *Signature of Board Chair*

School Improvement Updates

Rich Melzer
Executive Deputy Superintendent of Innovation and Accountability

Accountability is a partnership

School Improvement Team

- Al Bogan
- Dr. Tammy White
- Heather Holliday

Accountability is a partnership

Professional Development Opportunities

- Literacy Meetings (monthly)
- TDA (3 more meetings scheduled)
- Algebra – Math Nation
- K-8 Math – Beginning March 8
- MTSS – Coming soon
- Algebra 1 Benchmark Assessments (Erin Hynum)
- Walk-throughs

Fiscal and Student Services

Dr. Missy Brakefield
Deputy Superintendent of Fiscal & Student Services

Fiscal and Student Services

Finance

John Li
Chief of Finance and Operations

Amanda Tucker
Director of Finance

Angelica Rodriguez
Fiscal Coordinator

Fiscal and Student Services

Fiscal Interns

Halle Wilson

Catherine Phillips

Hanna Fay

Hadley Hedges

Finance Updates

- 45 Day Update
- Finance Policy
- Enrollment Projections
- FY23 Audit Engagement
- Proviso 1.3 Budget Posting Requirement
- Budget Workshop

FISCAL AND STUDENT SERVICES

Federal Programs and Federal Programs-Finance

Jeanie Glover
Chief of
Federal Programs

Karen Cook
Executive Director of
Federal Programs

Kristy Cansler
Executive Director of
Federal Programs
Finance

Sarah Shealy
Director of
Federal Programs
Finance

Lacy Lucas
Coordinator of
Federal Programs

Reminder to request for Reimbursement

- School leaders will receive a red folder with budget information today.
- New language from the SCDE for federal grants.
- Memos sent to school leaders on 1/10 with grant balance information.
- Emails sent on 1/31 to school leaders to remind about claims.
- We strongly encourage monthly submissions for reimbursements.

New Language in GANs

Reimbursements will be made upon receipt of expenditure reports and will be accepted monthly but must be received at least quarterly by the SCDE. Goods and/or services received by the end of each quarter must be invoiced, paid, and claimed within 45 days after the close of the quarter. Goods and/or services must be received within the quarter to be claimed for that quarter.

Claims for Q3 - Due by April 30, 2023

Claims for Q4 - Due by July 14, 2023

MONTHLY CLAIMS ARE STRONGLY ENCOURAGED.

Title I Updates

WHO: Federal Programs, Coordinators, and School Leaders

WHAT: Updates to Title I Processes and Timelines

WHEN: Thursday, February 23, 2023 at 10:00 a.m.

WHERE: **Zoom Link**

Transitioning from ESSER Funds

- ESSER II funds expire on June 30, 2023.

- ESSER III funds expire on June 30, 2024.

- Begin brainstorming where salaries and benefits are allowable in other plans; use of general fund

- More in-depth conversations are forthcoming

Save the Date!

March 23, 2023

Fiscal and Student Services Conference

The Institute will hold a joint conference for all School Leaders, SPED/ESOL Coordinators, Grant Coordinators, and Finance Coordinators.

To Include Sessions Such As:

- Parent and Family Engagement
- Adverse Childhood Experiences
- Behavior Strategies and Supports
- Serving At-Risk Populations
- Legal Updates
- Procurement

Conference will be held in the Columbia area. Venue and times to be announced at a later date.

CHARTER INSTITUTE at ERSKINE

FISCAL AND STUDENT SERVICES

Student Services

Laura Merrick
Chief of Student Services

Sarah Love
Director of Special Education

Dr. Sally Fickling
Director of Student Services

Bralyn Wood
Coordinator of Student Services